**How to view and accept your scholarship awards**

If a student has been awarded a scholarship, they will be able to review this under the My Awards tab in the Scholarship Manager Portal.

The award information will include the terms and conditions on the scholarship and will feature the required GPA and hours of enrollment to maintain the awarded scholarship.
Once the terms and conditions are reviewed, choose I Accept this award or I Decline this award.

If you decline the award, you must give a reason and will not be required to complete the Thank You letter.
If you accept the award, you are required to complete a Thank You letter to the Donor. After confirming the acceptance of the scholarship award, click the Thank You Letter link under Complete Thank You Letter.

Thank You letters are typed in the box and click submit Thank you Letter when you are finished.
If you have accepted your award and completed the thank you letter, all requirements will have green checkmarks beside them. Awards have to be accepted or decline and thank you letters submitted in order for scholarships to be disbursed.

<table>
<thead>
<tr>
<th>Scholarship Information</th>
<th>Amount</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Example</td>
<td></td>
<td></td>
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<tr>
<td>Academic Year 2023-2024</td>
<td>$500.00 Fall</td>
<td>IMPORTANT: Review your scholarship tasklist below and complete your required materials as soon as possible.</td>
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<tr>
<td></td>
<td>$500.00 Spring</td>
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By accepting this scholarship, you agree to the following terms and conditions:
- The recipient must maintain a minimum overall 2.5 GPA.
- The recipient must enroll in and complete a minimum of 6 credit hours each semester.
- The recipient must remain enrolled in each semester consecutively.
- The recipient agrees to repay the award money if they drop any classes or withdraw during the semester.
- The recipient agrees to write a "Thank You Letter" to their donor(s) for providing the scholarship(s).
- The recipient agrees to attend the Scholarship Orientation and meet their respective scholarship donor by attending the Annual Scholarship Banquet.
- The College has permission to release grade point averages to the scholarship donor(s).
- Refunds resulting from student withdrawals or early graduation will be returned to the scholarship fund and not to the student.

Accept / Decline Award
- Award Accepted

Complete Thank You Letter
- Complete
  View Thank You Letter

[Diagram of award acceptance and thank you process]